







# Course Equivalency Management System for Faculty Submitters

Webinar



**Department of Higher Education** 











# Understanding Course Equivalency

**An Overview** 

# Five Steps to Course Equivalency

- 1. **Defining** Joint faculty panels meet to define learning outcomes and credit hour ranges.
- 2. Agreeing Educational partners reach consensual agreement on the learning outcomes via a statewide feedback process.
- 3. Matching Institutions match courses to learning outcomes and credit hour ranges.
- **4. Submitting** Institutions submit specific course materials based on learning outcomes and credit hour ranges.
- **5. Reviewing** Faculty review panels validate course materials against learning outcomes, recommended credit hour ranges, and other requirements.

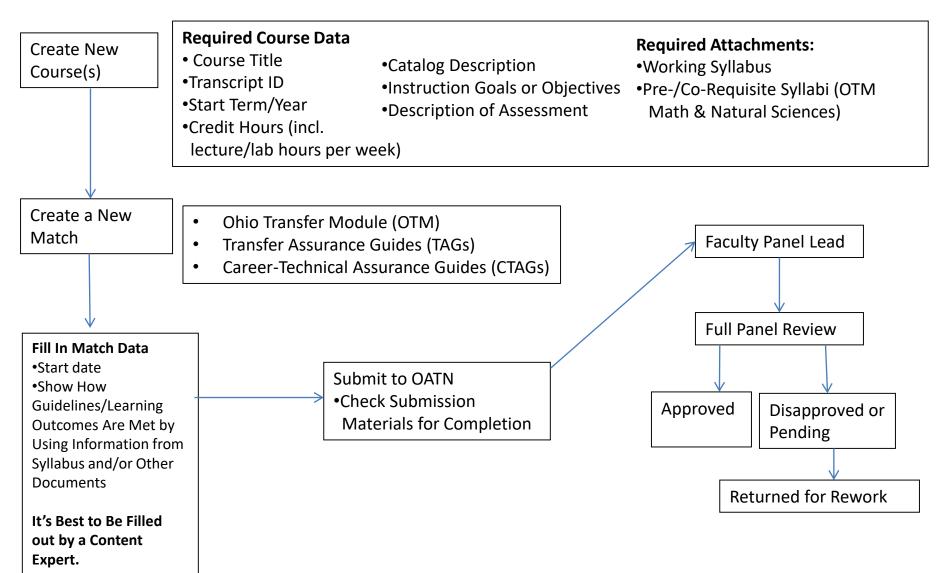


### What Qualifies a Match for Approval?

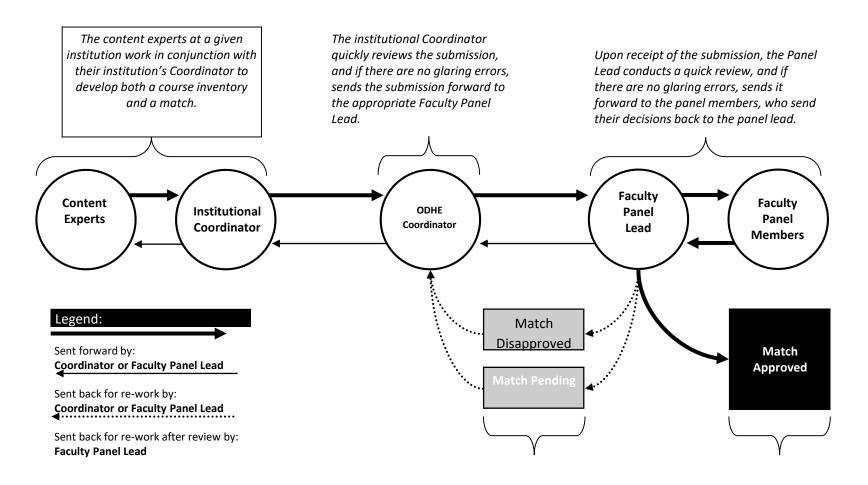
- The course must meet at all of the required learning outcomes and at least 70% of all of the learning outcomes of a course
- Credit hours should be taken into account as well because they are commonly viewed as an indicator of breadth and depth.
- The match must also meet any other requirements including co-/pre-requisite, laboratory hours, and textbooks.



# Process for Standard Review Including Course Inventory Creation and Match Submission



#### **CEMS WORKFLOW**



# Course Equivalency Management System (CEMS)

**APEX VERSION 1.0** 



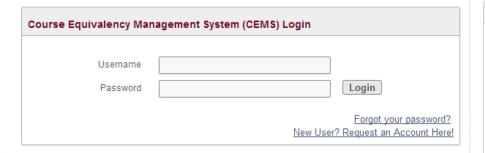


# Login





# Request an Account



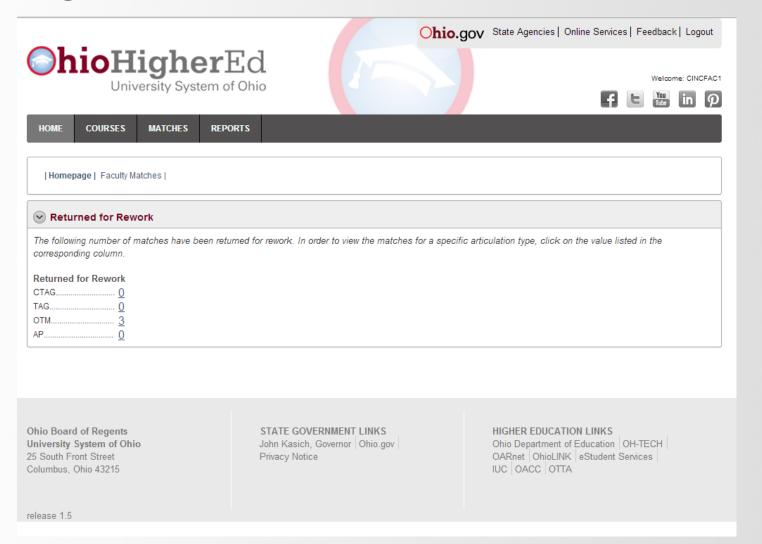
Request an Acco	ount	Cancel	Submit Request		
User Information					
First Name: *					
Middle Name:					
Last Name: *					
Email Address: *					
Institution Information					
	Institution Affiliation: *				
	- Select an Institution -				
	Select all of the roles that apply to your account: *				
	TAG Coordinator				
	CTAG Coordinator				
	OTM Coordinator				
	Institution User				
Job Title: *					
Department: *					
Address: *					
City: *					
State: *	ОН				
Zip Code: *					
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# **Password Recovery**



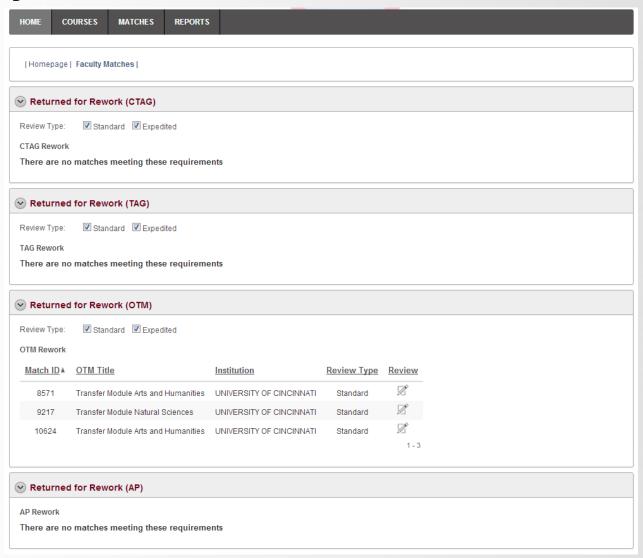
## Homepage







## **Faculty Matches Overview**







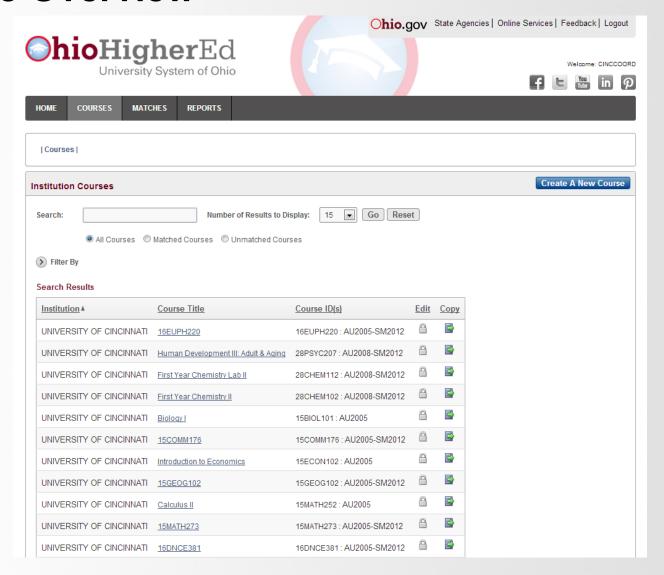
# Institutional Faculty Submission Process

Create and Submit a Course & Match





#### **Course Overview**



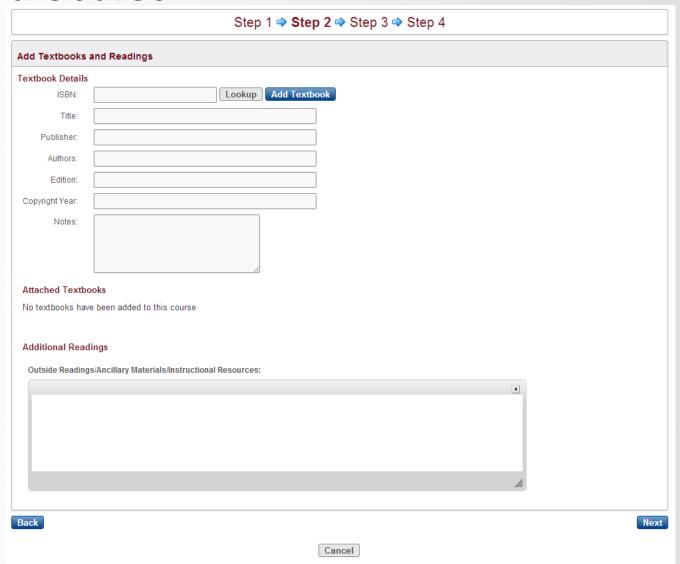








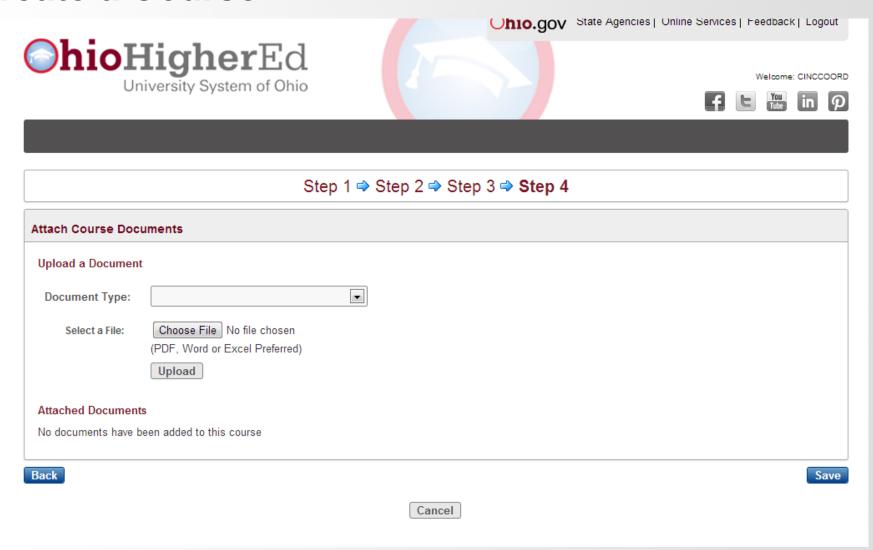






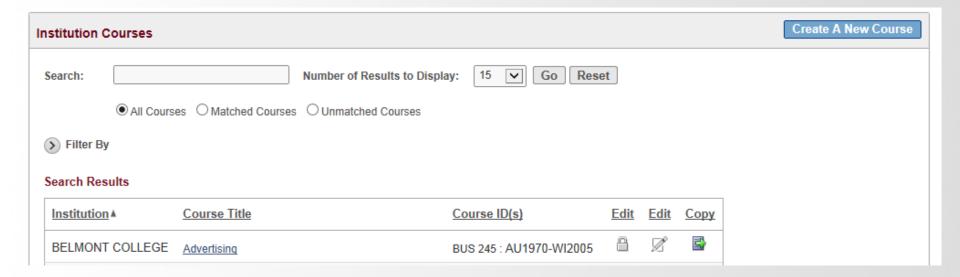


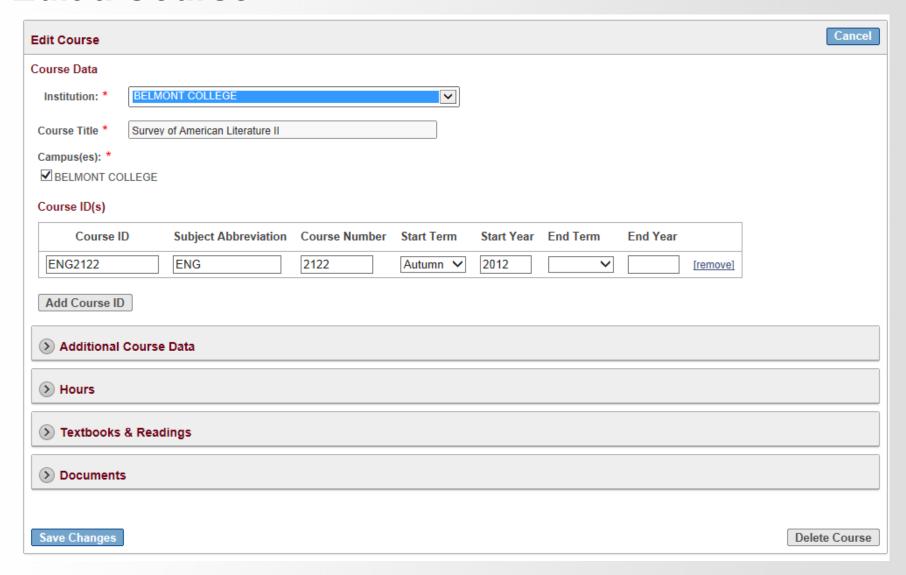
Step 1 → Step 2 → Step 3 → Step 4					
Additional Course Data					
Pre-Requisite/Co-Requisite Requirements & Catalogue Description					
Pre-Requisite and Co-Requisite Requirements:					
Catalog Description:					
Objectives & Assessment					
Instructional Goals or Objectives:					
Description of Assessment and/or Evaluation of Student Learning:					





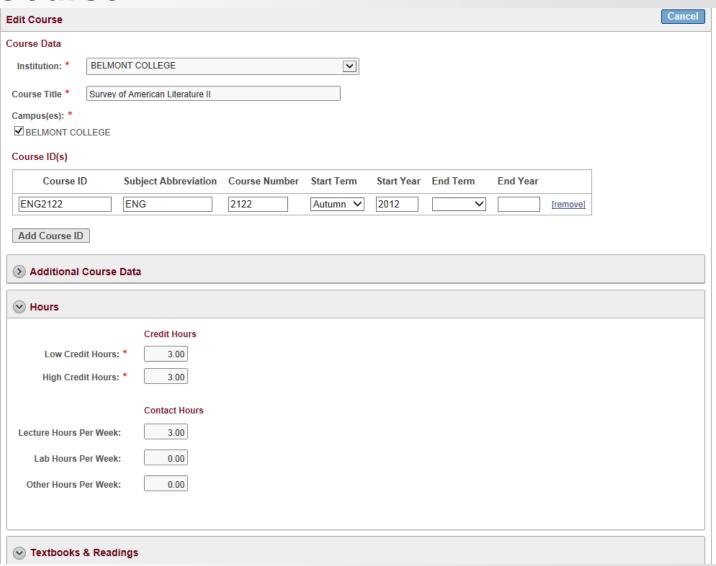




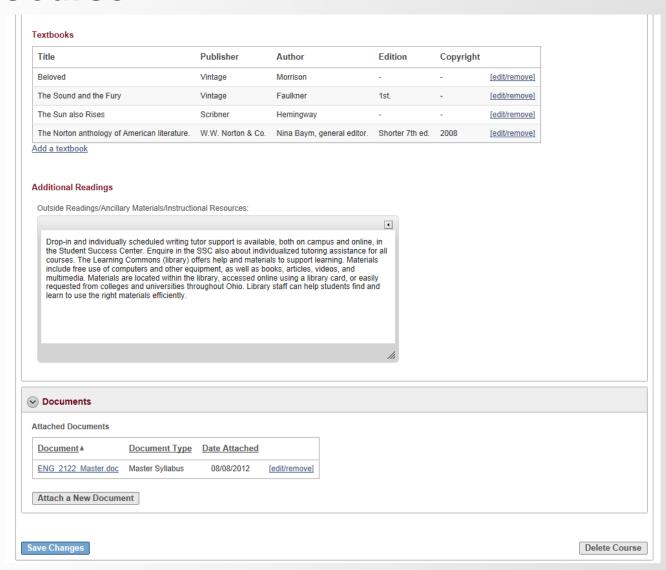








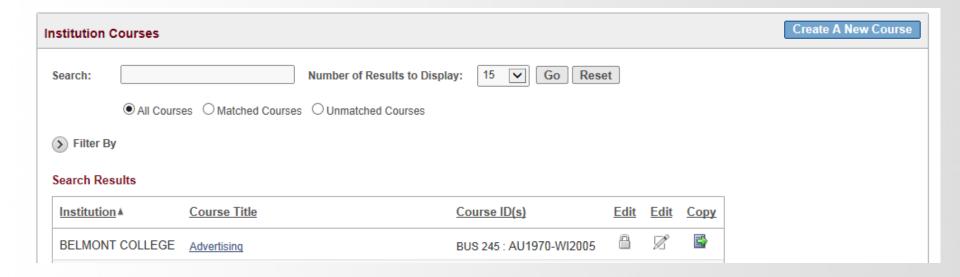




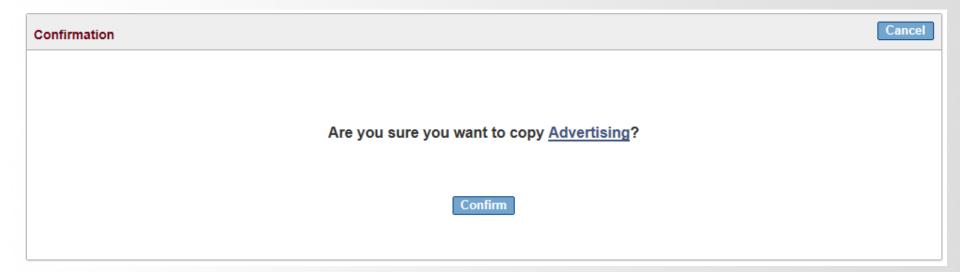




# Copy a Course



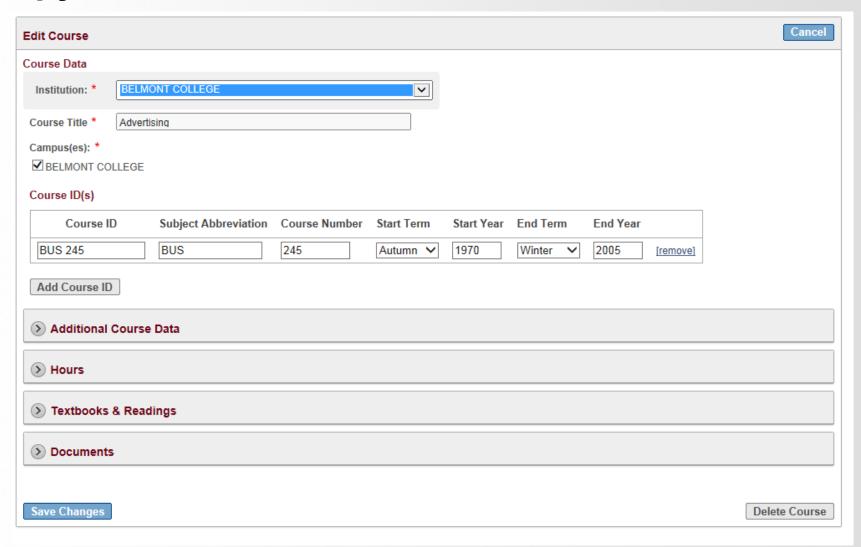
# Copy a Course



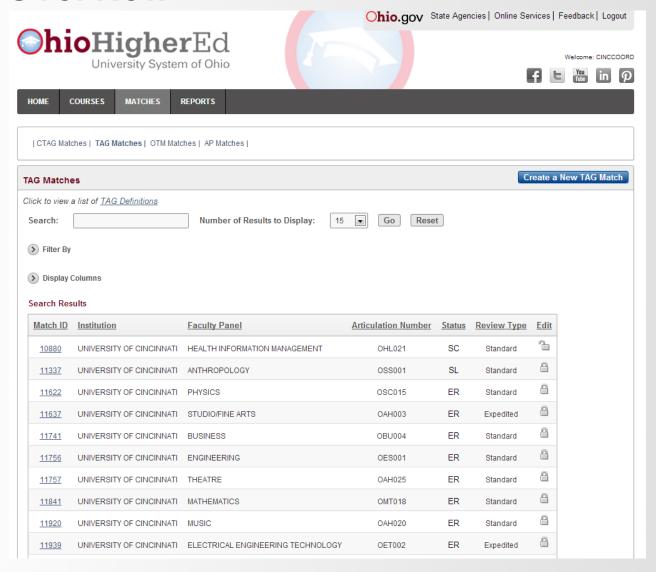




### Copy a Course



#### **Match Overview**



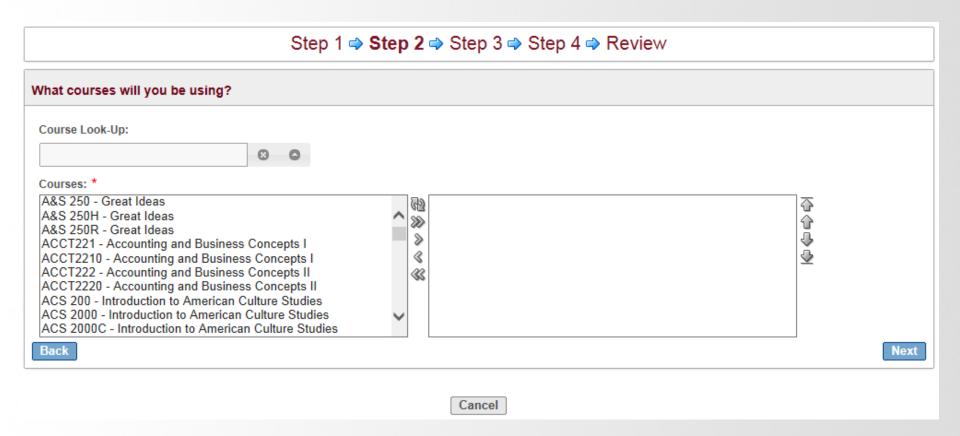




Step 1 → Step 2 → Step 3 → Step 4 → Review					
What type of Match would you like to enter?					
Institution: *	- Select an Institution -				
Select the CTAG Area:	- Select a CTAG Area -				
Select the CTAN: *	- Select a CTAN -				
Start Term: *	○ Winter ○ Spring ○ Summer ○ Autumn				
End Term:	○ Winter ○ Spring ○ Summer ○ Autumn				
	Next				
	Cancel				

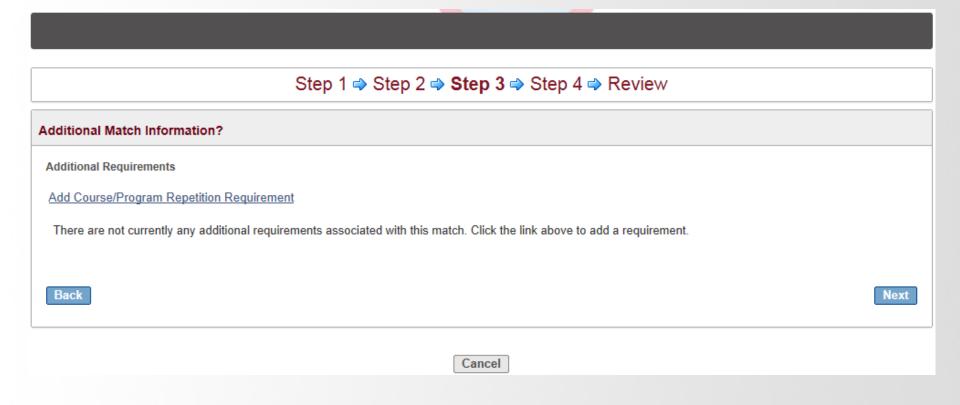










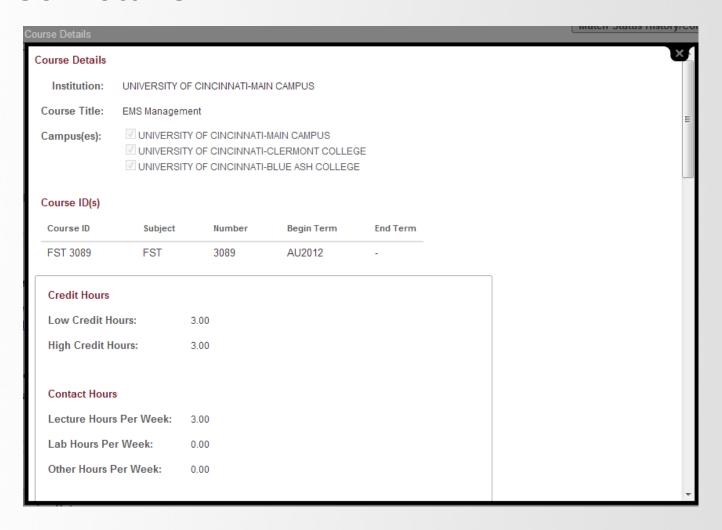




### Step 1 → Step 2 → Step 3 → Step 4 → Review **Enter Learning Outcomes** Instructions Describe how each Learning Outcome is fulfilled for Career Technical Articulation Number: CTEET002 - Digital Electronics Notes: Enter instructional content from program or course syllabi that addresses each Learning outcome. · You may copy and paste from other documents. > View Course Details ✓ View Learning Outcomes **Learning Outcome:** Recognize number systems, operations, and codes Description: No Comments Entered Time On Topic: Not Entered add | edit

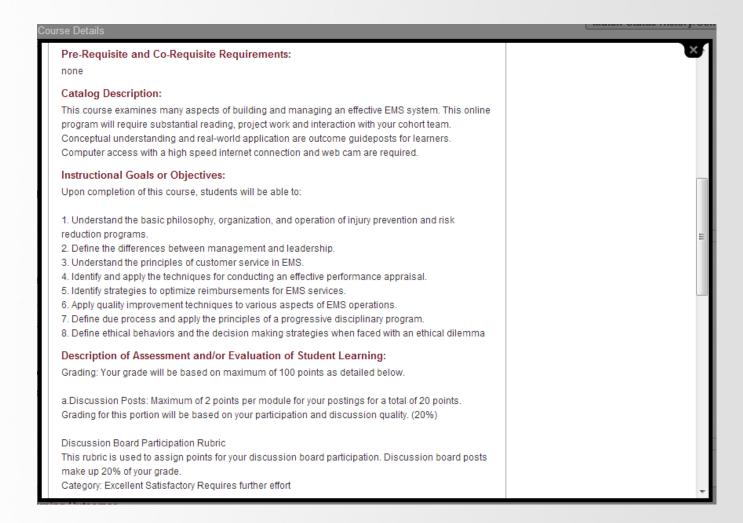


#### **Course Details**





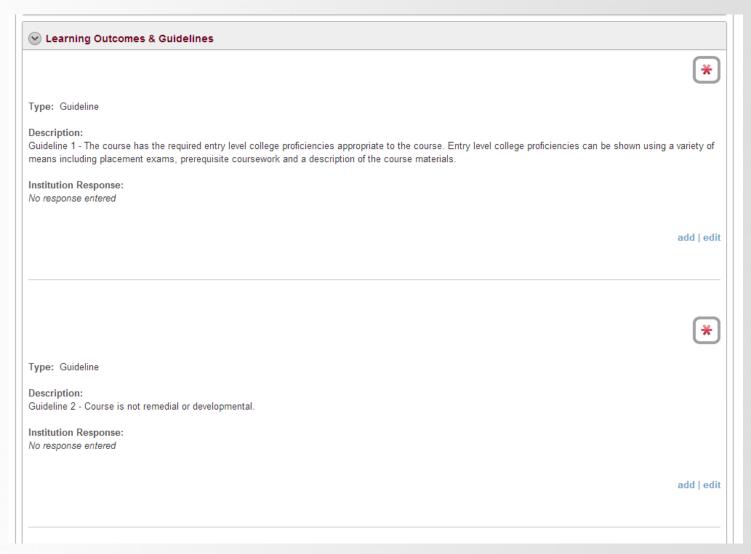
#### **Course Details**





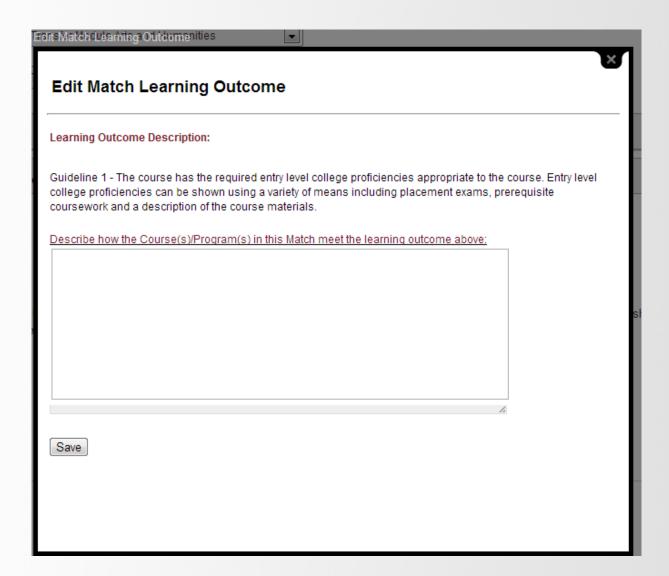


# Match Guidelines (Transfer Module)





#### **Match Guidelines - Edit**







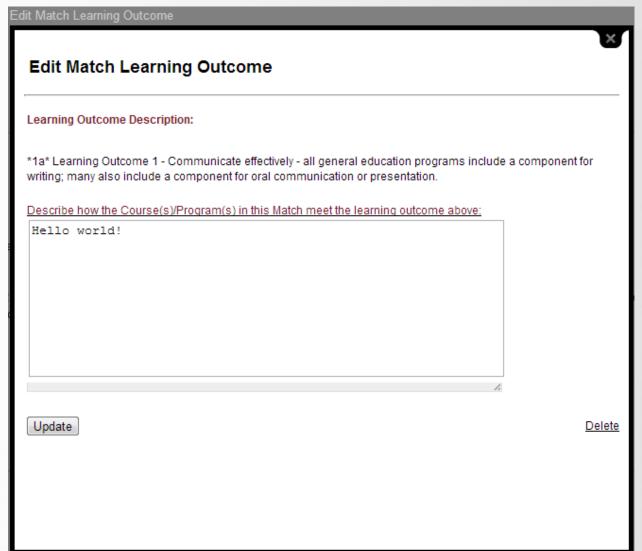
# **Match Learning Outcomes**

Type: Learning Outcome	
Description: *1a* Learning Outcome 1 - Communicate effectively - all general education programs include a component for writing; many also include a component for oral communication or presentation.	
Institution Response: Hello world!	
add   edit	
Type: Learning Outcome	
Description:  *1b* Learning Outcome 2 - Evaluate arguments in a logical fashion-competence in analysis and logical argument are explicit learning goals for most general education programs, although these skills go by a variety of names (e.g., critical thinking, analysis, logical thinking, etc.)	
Institution Response: No response entered	
add   edit	





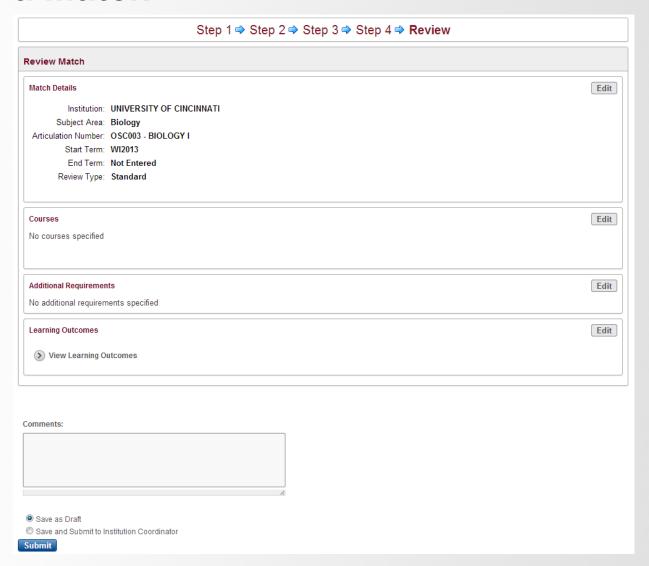
# **Match Learning Outcomes - Edit**







#### **Create a Match**





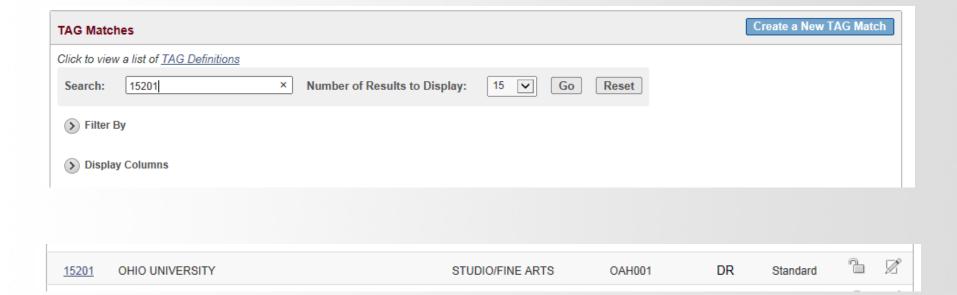


# Search, Then Edit an Existing Match in CEMS





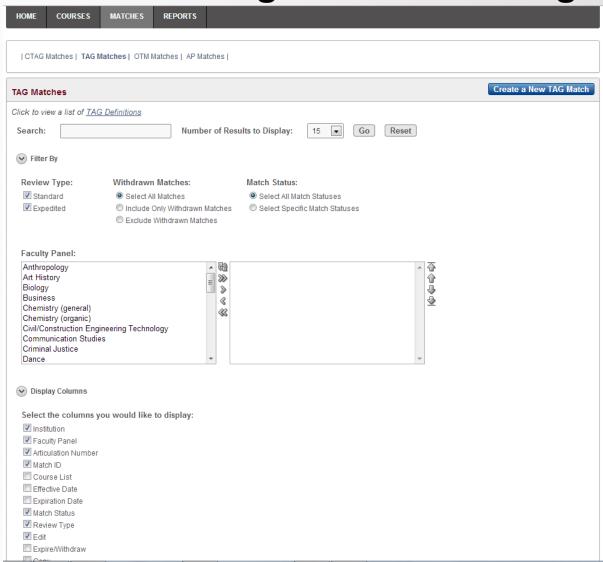
## **Step 1 - Search for an Existing Match**



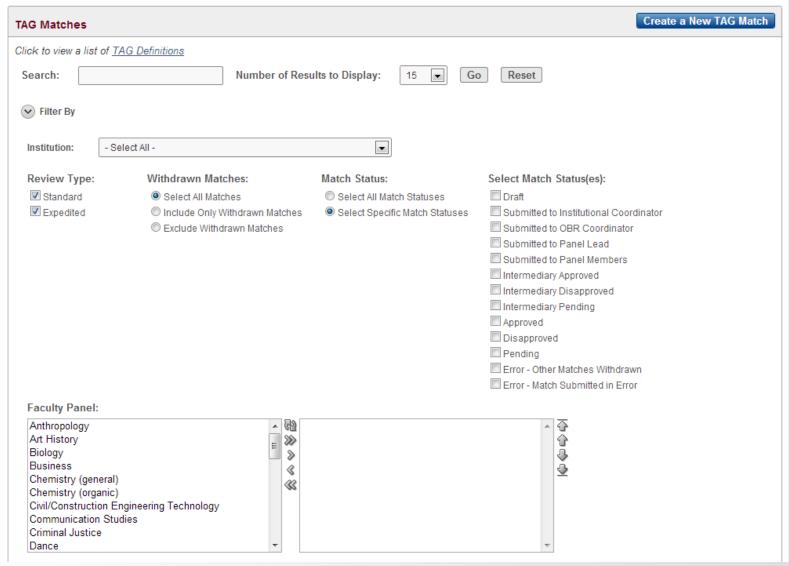




# Search for an Existing Match - Filtering

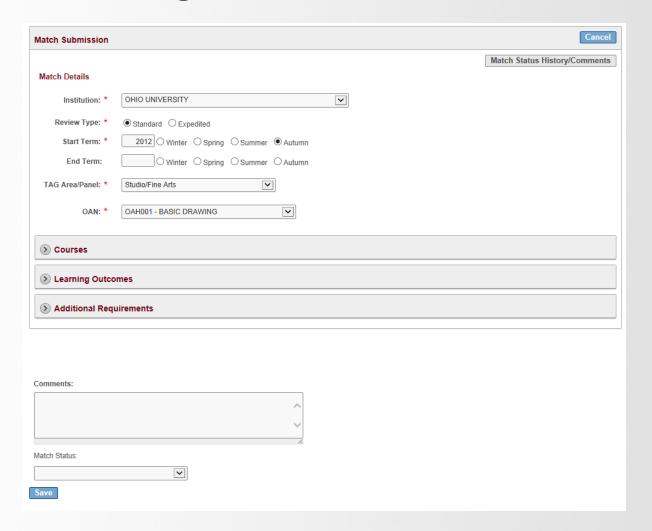


#### Search a Match - Filtering



# Step 2 - Edit an Existing Match



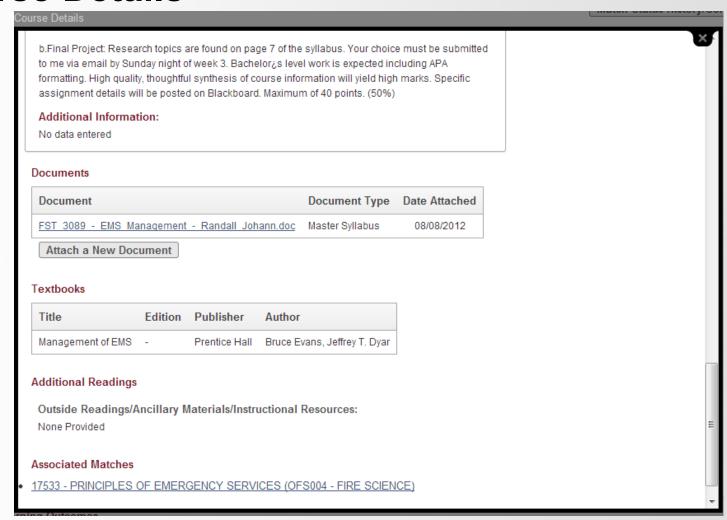






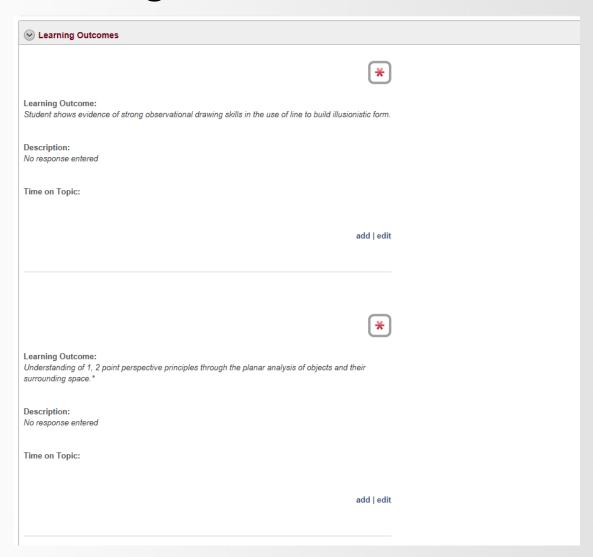


#### **Course Details**



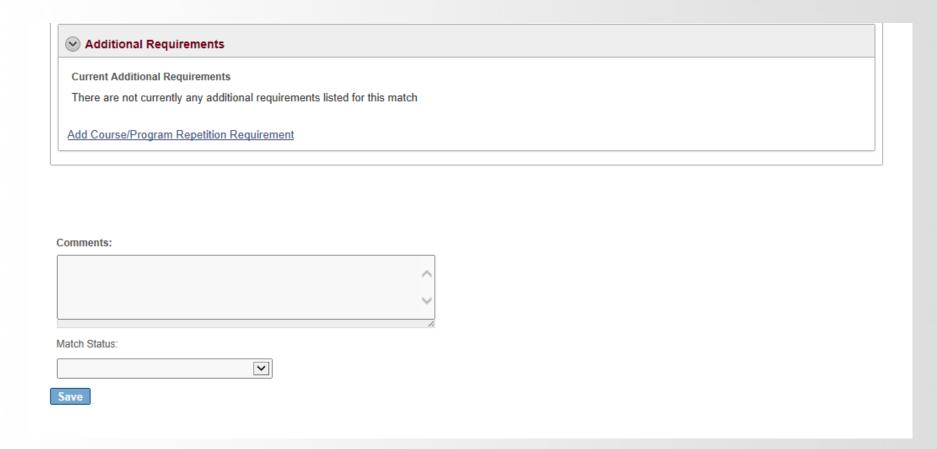
















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## **Helpful Websites**

CEMS Support <a href="https://www.ohiohighered.org/transfer/cems">https://www.ohiohighered.org/transfer/cems</a>

OTM Information <a href="https://www.ohiohighered.org/transfer/transfermodule">https://www.ohiohighered.org/transfer/transfermodule</a>

TAG Information <a href="https://www.ohiohighered.org/transfer/tag">https://www.ohiohighered.org/transfer/tag</a>

CTAG Information <a href="https://www.ohiohighered.org/transfer/ctag">https://www.ohiohighered.org/transfer/ctag</a>

Reporting <a href="https://www.ohiohighered.org/transfer/reportingsystem">https://www.ohiohighered.org/transfer/reportingsystem</a>

Calendar Conversion Information:

https://www.ohiohighered.org/calendar-conversion





#### **Question & Answer Session**



